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FILE: Travel

DD/A 81-0241/3

11 FEB 1981

MEMORANDUM FOR: Comptroller

FROM: William N. Hart
Acting Deputy Director for Administration

SUBJECT: FY 1981 Travel Limitation

REFERENCE: Comptroller Memorandum dated 4 Feb 81,
Same Subject (Compt 81-0151)

1. Your 4 February 1981 memorandum requested 1981 travel data. In response I am providing directly to you the individual assessments of each of my office directors. In a further attempt to evaluate these assessments I asked that my staff summarize the data in a manner that would highlight both:

- the seriousness of a 10 percent travel cut at this point in the fiscal year (or worse in March or April when the ultimate decisions will be made); and
- the added burden created by our inability to reprogram monies into already under-budgeted travel programs.

This data is also attached for your use.

2. As is obvious from even a cursory review of the attached information, any combination of a travel ceiling and a budget reduction will work serious hardships on our collective ability to support our CIA customers in 1981 and beyond. We have, on several occasions in the past 18 months explained to you the cumulative impact of both overseas position reductions and subsequent travel budget reductions so I will not retell that story here.

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3. My staff and I are available to provide you with additional information, with clarifications, or both.

/s/ William N. Hart

William N. Hart

Attachments:

- A. Office Director Travel Reduction Assessments
- B. Analysis of FY 1981 Administration Directorate Travel Budget, By Directorate and By Office
- C. Constant Dollar Analysis, By Directorate and By Office

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